

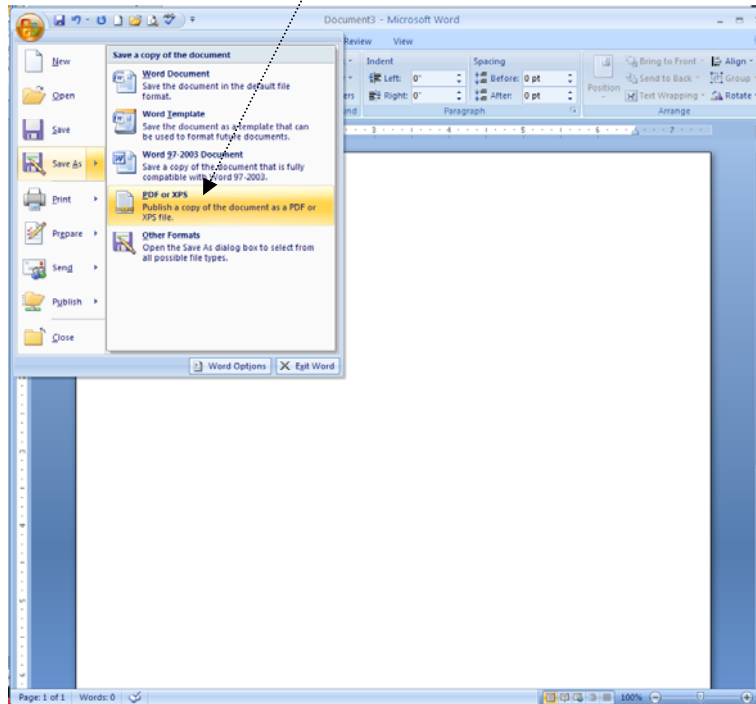


# INFORMATION TECHNOLOGY

## USER SUPPORT SERVICES

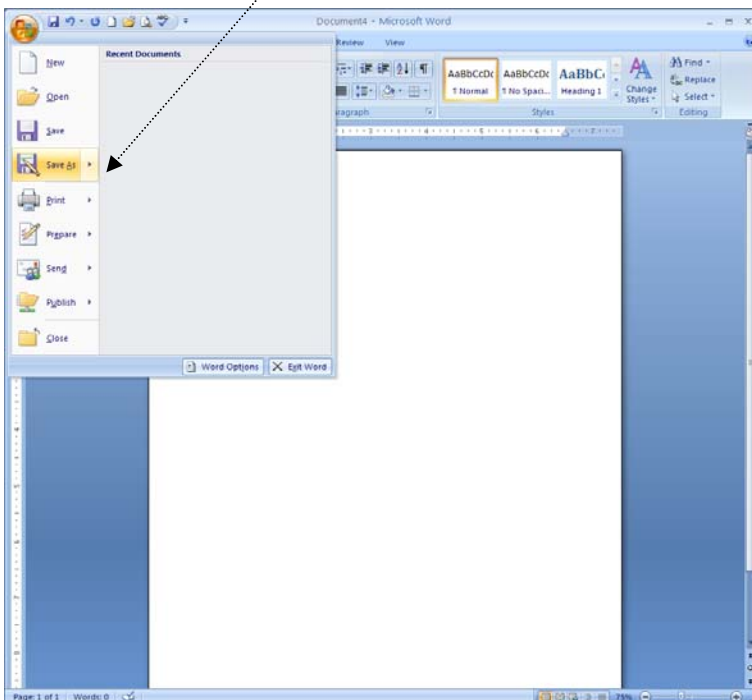
### SAVE A FILE AS A .PDF

Click on **Microsoft Office Button**.  
Move mouse to **Save As** & then **PDF or XPS**

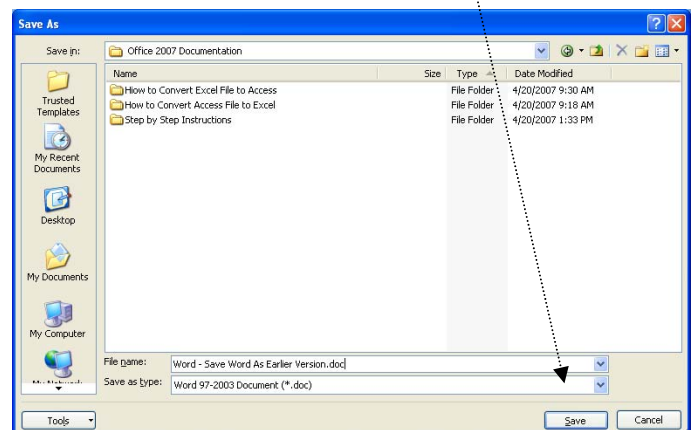


### SAVE A WORD FILE SO THAT IT CAN BE READ IN AN EARLIER VERSION

To share Word 2007 files, save the file as an earlier version  
Click on **MS Office Button** & then **Save As**

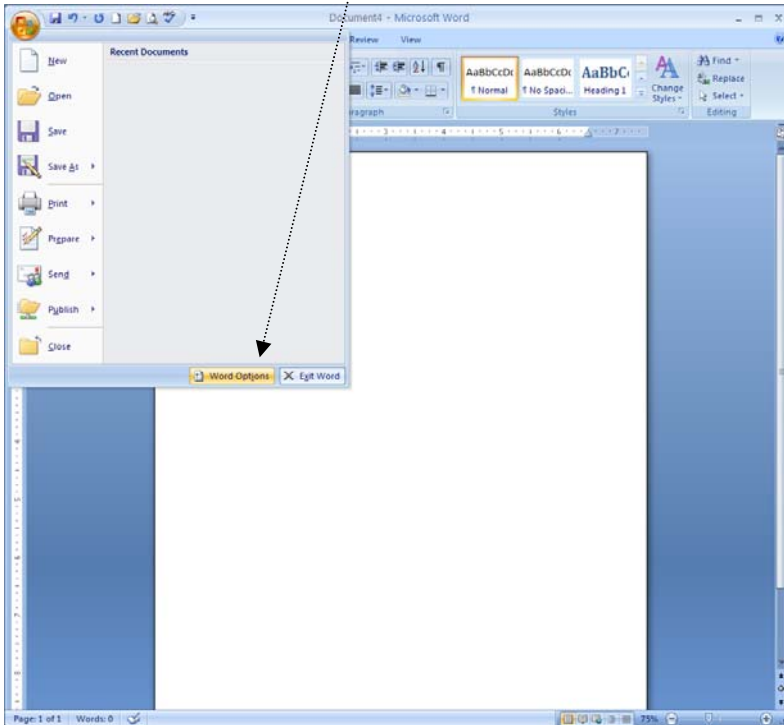


Change **Save as type** to  
**Word 97 - 2003 Document (\*.doc)** Click **OK**

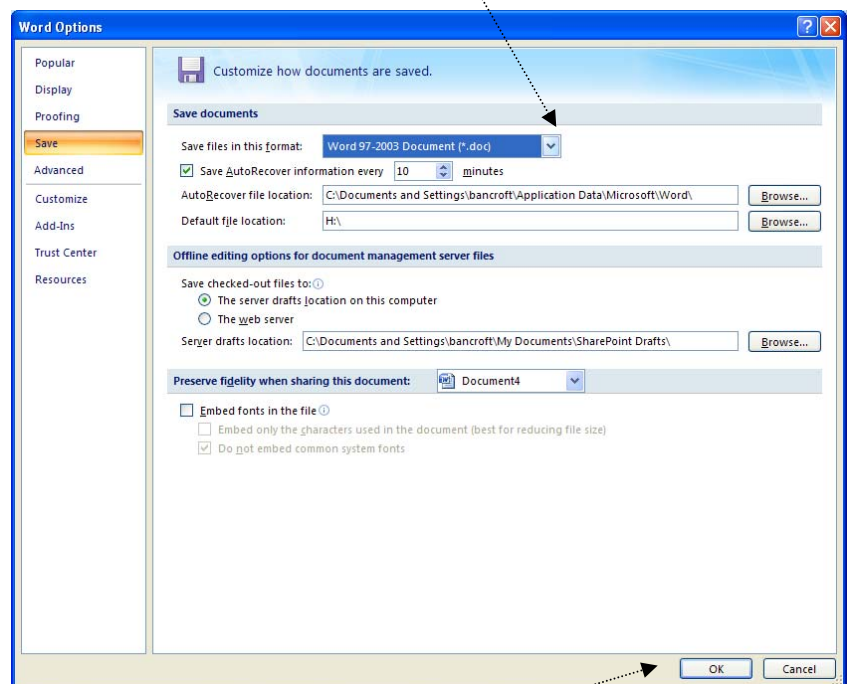


## CHANGE DEFAULT SETTING: SAVE NEW DOCUMENTS AS .DOC

Click on **MS Office Button** & then **Word Options**



Click on the down arrow at **Save files in this format** & select **Word 97 - 2003 Document (\*.doc)**



Click **OK**. All new files created will be saved as an earlier version & can be opened in Word 97 - 2003